



## Commercial Building Permit Submittal Requirements by Type

The following items are required before the application will be accepted

- **CELL TOWER CO-LOCATE**

- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License
- Hours of Construction Agreement
- Drawings and Specifications:
  - 3 Sets of Site Plans
  - 3 Sets of Engineering/Structural Plans (drawn to scale)
    1. All drawings must be stamped by a Georgia Structural Engineer
    2. Mechanical, Electrical and Plumbing plans showing equipment & fixtures
    3. Structural Conditions and Mounting Reports
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
- Trade Permit Application – for each applicable trade, must be applied for separately and issued prior to construction

- **COMMERCIAL ADDITION**

- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor's Information
  1. Authorized Permit Agent Form, notarized and copies of Driver's Licenses
  2. Copy of State Professional Trade License
  3. Copy of Business License/Occupation Tax Jurisdiction & Number.
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Specifications:
  - 4 Sets of Site Plans
  - 4 Sets of Architectural & Structural Plans (drawn to scale)
    1. All drawings must be stamped by a Georgia Design Professional
    2. Mechanical, Electrical and Plumbing plans showing equipment & fixtures
    3. Geotechnical Subsurface (soil-boring) Investigation Report
    4. Energy Compliance Reports – COM check or equivalent
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
- Trade Permit Application – for each applicable trade, must be applied for separately and issued prior to construction

- **COMMERCIAL ALTERATIONS – EXTERIOR**

- To Be Determined

- **COMMERCIAL ALTERATIONS – INTERIOR**
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor’s Information
  1. Authorized Permit Agent Form, notarized and copies of Driver’s Licenses
  2. Copy of State Professional Trade License
  3. Copy of Business License/Occupation Tax Jurisdiction & Number.
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Specifications:
- 4 Sets of Architectural & Structural Plans (drawn to scale)
  1. All drawings must be stamped by a Georgia Design Professional
  2. Location plan with streets and a north arrow for orientation
  3. Mechanical, Electrical and Plumbing plans showing equipment & fixtures
  4. Energy Compliance Reports – COM check or equivalent (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
- Trade Permit Application – for each applicable trade, must be applied for and issued prior to construction
  
- **COMMERCIAL FOOD SERVICE ESTABLISHMENTS - ADDITIONAL REQUIREMENTS**
- PRIOR TO SUBMITTAL THE FOLLOWING STEPS MUST BE TAKEN:
  1. Fulton County Health Department Approval – Each set requires Original Stamps
  2. Fulton County Public Works Pre-Treatment Permit & FOG Discharge Approval FOR NEW EXISTING GREASE TRAP INTERCEPTORS – Each set requires Original Stamps
  
- **COMMERCIAL DEMOLITION - EXTERIOR**
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business License
- Erosion Control/Tree Protection Agreement Form
- Hours of Construction Agreement
- Pest/Vermin Abatement Certification
- Asbestos Abatement Survey
- Georgia Asbestos Project Notification Form for Demolition
- Drawings and Plans:
  1. 3 Copies of a Site Plan or Plat of Survey, identifying extent of demolition
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
  
- **COMMERCIAL – NEW CONSTRUCTION**
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor’s Information
  1. Authorized Permit Agent Form, notarized and copies of Driver’s Licenses
  2. Copy of State Professional Trade License
  3. Copy of Business License/Occupation Tax Jurisdiction & Number.
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Fulton County Sewer and Water Permits
- Drawings and Specifications:
- 4 Sets of Site Plans
- 4 Sets of Architectural & Structural Plans (drawn to scale)
  1. All drawings must be stamped by a Georgia Design Professional

- 2. Mechanical, Electrical and Plumbing plans showing equipment & fixtures
- 3. Geotechnical Subsurface (soil-boring) Investigation Report
- 4. Energy Compliance Reports – COM check or equivalent
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
- Trade Permit Application – for each applicable trade, must be applied for separately and issued prior to construction
  
- **COMMERCIAL SWIMMING POOL/SPA**
- Pool Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business License
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Fulton County Health Department Approval stamp (obtained prior to submittal)
- Drawings and Specifications:
- 4 Sets of Site Plans, locating pool or spa with dimensions to property lines
- 4 Sets of Structural Drawings (drawn to scale)
  - 1. Enlarged plan (dimensioned), with profile/section of pool showing depths, equipment location and related plumbing from pool to pool equipment
  - 2. Show or note the bonding grid around pool
  - 3. Provide a list or schedule of all pool equipment with model numbers
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
  
- **COMMERCIAL – TEMPORARY STRUCTURES**
- Pool Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business License
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Specifications:
- 4 Sets of Site Plans, locating structure with dimensions to property lines
- 4 Sets of Structural Drawings (drawn to scale)
  - 1. Enlarged plans identifying spaces, exits, equipment and fixtures
  - 2. Elevations of all facades, showing heights and materials
  - 3. Tent material certifications (if applicable)
  - 4. Anchoring must be noted or detailed
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
- Trade Permit Application – for each applicable trade, must be applied for separately and issued prior to construction
  
- **COMMERCIAL TRAILER – CONSTRUCTION OR SALES**
- Pool Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business License
- Hours of Construction Agreement
- Drawings and Specifications:
- 4 Sets of Site Plans, locating trailer with dimensions to property lines
- 4 Sets of Structural Drawings (drawn to scale)
  - 1. Enlarged plans identifying spaces, exits, equipment and fixtures
  - 2. Elevations of all facades, showing heights and materials
  - 3. Anchoring (hold-downs) must be noted or detailed
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
- Trade Permit Application – for each applicable trade, must be applied for separately and issued prior to construction

- **TRADE PERMIT APPLICATION – COMMERCIAL ONLY**
- Trade Permit Application – ALL fields completed, signed and dated by Applicant/Agent
  1. Copy of State Professional Trade License
  2. Copy of Business License/Occupation Tax Certificate
  3. Copy of License holder’s Driver’s License
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
  
- **CO & CC REQUESTS – COMMERCIAL ONLY**
- CO Request Form – Typed and Completed (submitted by General Contractor)
- Submit Prior to Final Inspections
- Original Permit Card(s) from jobsite required at CO request
- CO Fee and re-inspection fees will be tallied after the final building inspection has been performed